

**X - Intense Community-Based Program****Article I Section A**

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

**X - Intense Community-Based Program****TEXT OF STANDARD****Subchapter:** I. Grant Description

A. The Intensive Community-Based Program grant provides funding for enhanced or additional community-based programs and services for jailable misdemeanor and felony offenders under the supervision of the juvenile court.

**COMMENTARY****Discussion and Interpretation:**

Article I of this grant provides an overall description of the grant and its purpose and functions. This article is provided for informational and definitional purposes only and will not be monitored independently but in the context of the overall monitoring of other grant provisions, specifically including but not limited to the programmatic requirements.

**Reviewer Guidelines:**

N/A

**Verification Documents:**

N/A

**METHODOLOGY****Compliance Methodology:**

N/A

**Monitoring Methodology:** N/A**Sample:** N/A**Point Value:** 0**Total Points Possible:** 0**Scoring Methodology:** N/A**Level:** Level 0 - Not Monitorable**REFERENCE MATERIAL****Recommended Best Practices:**

N/A

**Sample Form(s):**

N/A

**Citation(s):**

Grant X - Intense Community-Based Program Article I Section A

**Cross Reference(s):**

N/A

**Board Opinion:****RFI Opinion:****EFFECTIVE DATES****Grant's Effective Date:** 9/1/2010 - 8/31/2011**CRM Last Modified On:** 01/14/2011**PRE-MONITORING PREPARATION****Program Tour:** False**Policy and Procedure:** False**Pre-Monitoring Checklist:** False**Pre-Monitoring Preparation Checklist:**  
N/A**Reviewer Preparation Checklist Required:**  
False**Reviewer Preparation Checklist:**  
N/A**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:****Chief Administrative Officer:** False**Professional Staff:** False**Program/Facility Administrator:** False**Juvenile Board Chair:** False**Ancillary Staff:** False**Juvenile:** False**X - Intense Community-Based Program**

**X - Intense Community-Based Program****Article II Section A-B**

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

**X - Intense Community-Based Program****TEXT OF STANDARD****Subchapter:** II. Grant Specific Definitions

A. Intensive Community-Based Program. A program that provides a higher level of specialized services at the community level to the eligible population.

B. Priority Population. Juvenile offenders who have the chronological sequence and adjudication pattern of jailable misdemeanor offenses which, in combination with other misdemeanors, felony or probation violation adjudications would have resulted in eligibility for commitment to TYC under the law existing prior to June 8, 2007.

**COMMENTARY****Discussion and Interpretation:**

This article contains definitions of terms that are used throughout this grant. These definitions will not be monitored independently but will be monitored within the context of the grant requirements wherein the definition appears.

**Reviewer Guidelines:**

N/A

**Verification Documents:**

N/A

**METHODOLOGY****Compliance Methodology:**

N/A

**Monitoring Methodology:** N/A**Sample:** N/A**Point Value:** 0**Total Points Possible:** 0**Scoring Methodology:** N/A**Level:** Level 0 - Not Monitorable**REFERENCE MATERIAL****Recommended Best Practices:**

N/A

**Sample Form(s):**

N/A

**Citation(s):**

Grant X - Intense Community-Based Program Article II Sections A-B

**Cross Reference(s):**

N/A

**Board Opinion:****RFI Opinion:****EFFECTIVE DATES****Grant's Effective Date:** 9/1/2010 - 8/31/2011**CRM Last Modified On:** 01/14/2011**PRE-MONITORING PREPARATION****Program Tour:** False**Policy and Procedure:** False**Pre-Monitoring Checklist:** False**Pre-Monitoring Preparation Checklist:**  
N/A**Reviewer Preparation Checklist Required:**  
False**Reviewer Preparation Checklist:**  
N/A**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:****Chief Administrative Officer:** False**Professional Staff:** False**Program/Facility Administrator:** False**Juvenile Board Chair:** False**Ancillary Staff:** False**Juvenile:** False**X - Intense Community-Based Program**

**X - Intense Community-Based Program****Article III Section A-C**

Effective date 9/1/2010 - 8/31/2011

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**TEXT OF STANDARD****Subchapter:** III. Performance Measures

A. Goal. The goal of the Intensive Community-Based Program grant is to reduce delinquency, increase offender accountability and rehabilitate juvenile offenders through a comprehensive, coordinated community-based juvenile probation system.

B. Program Objective. The Intensive Community-Based Program grant provides funding for enhanced or additional community-based programs and services for jailable misdemeanor and felony offenders under the supervision of the juvenile court.

C. Program Performance. Grantee performance under the grant shall be determined using the following measures:

1. One, two and three year recidivism rate for youth served by the program;
2. Number of youth served by the program;
3. Number of youth served who complete the program; and
4. Annual cost per youth served.

**COMMENTARY****Discussion and Interpretation:**

The overall goal of this grant is to reduce delinquency, increase offender accountability and rehabilitate juvenile offenders through a comprehensive, coordinated, community-based juvenile probation system. This goal is the standard goal of all Commission grants and is not monitored independently. The program objective for this grant describes the purposes and main functions of this grant and shall be monitored based upon the individual program performance measures discussed below. Performance measures will not be monitored during on-site monitoring visits. Performance measures on all grants will be calculated by the Commission after the end of each fiscal year in the grant period.

**Program Performance**

Program performance will be assessed using the performance measure outlined in Article III Section C. The Commission will calculate this measure based on information submitted by the Grantee in the monthly extract data and the Grantee's end of year report.

The performance measure will be calculated as described below:

1. Performance measure one (1) calculates the rate of re-offense for juveniles entering the grant funded pilot program. The re-offense rate calculates the juvenile's number of subsequent referrals and/or arrests for misdemeanor B and greater offenses one, two and three years from program entry. In order to have complete yearly all juveniles entering the program in prior years will be used for the calculation.
2. Performance measure two (2) captures the total number of youth served by the grant funded program during each year of the grant period.
3. Performance measure three (3) captures the total number of youth that complete the program during each year of the grant period.
4. Performance measure four(4) calculates the average cost per youth served by the program. To determine the average cost per juvenile served the total number of juveniles served in the program during the fiscal year will be divided by the Grantee's total expenditure of Intensive Community-Based Program grant funds.

**Reviewer Guidelines:**

To determine Grantee's compliance with this grant provision, the Reviewer shall:

1. Review and analyze data submitted by the Grantee in the monthly extract data and from the Grantee's end of year report;
2. Calculate the following for each fiscal year of the grant period:
  - a. One, two and three year re-offense rate for juveniles served by the program;
  - b. Number of youth served by the program;
  - c. Number of youth completing the program; and
  - d. Average cost per juvenile served in the program.

**Verification Documents:**

1. Monthly extract data
2. End of year report

**METHODOLOGY****Compliance Methodology:**

Performance measures are calculated by the Commission using data provided by the Grantee and are reported at the end of each fiscal year in the grant period. Appropriate mathematical calculations and statistical analysis tools are utilized by the Commission in the calculation methodology for each grant..

**Monitoring Methodology:** N/A**Sample:** N/A**Point Value:** 0**Total Points Possible:** 0**Scoring Methodology:** N/A**Level:** Level 0 - Not Monitorable**REFERENCE MATERIAL****Recommended Best Practices:**

N/A

**Sample Form(s):**

N/A

**Citation(s):**

Grant X - Intense Community-Based Program  
Article III Sections A-C

**Cross Reference(s):**

N/A

**Board Opinion:****RFI Opinion:****X - Intense Community-Based Program**

**X - Intense Community-Based Program****Article III Section A-C**

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**EFFECTIVE DATES**

**Grant's Effective Date:** 9/1/2010 - 8/31/2011  
**CRM Last Modified On:** 01/14/2011

**PRE-MONITORING PREPARATION**

**Program Tour:** False

**Policy and Procedure:** False

**Pre-Monitoring Checklist:** False

**Pre-Monitoring Preparation Checklist:**  
N/A

**Reviewer Preparation Checklist Required:** False

**Reviewer Preparation Checklist:**  
N/A

**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:**

**Chief Administrative Officer:** False  
**Professional Staff:** False  
**Program/Facility Administrator:** False  
**Juvenile Board Chair:** False  
**Ancillary Staff:** False  
**Juvenile:** False

**X - Intense Community-Based Program**

**X - Intense Community-Based Program****Article IV Section A-E**

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

TEXT OF STANDARD	METHODOLOGY
<p><b>Subchapter:</b> IV. Programmatic Components</p> <p>A. Program Requirements. The Grantee shall provide services as established within the grant requirements and their originally submitted grant proposal which is incorporated by reference. All programs shall adhere to the programmatic requirements identified below. The Grantee shall provide the necessary funds and services to operate the programs in compliance with their originally submitted grant proposal and the contractual requirements herein.</p> <p>B. Target Population. The Grantee shall ensure that the youth served under this grant meet the priority population or will substantially benefit from the program or service.</p> <p>C. Documentation of Activities. Documentation for all services provided shall include, if applicable:</p> <ol style="list-style-type: none"> <li>1. Date, time and duration of activity;</li> <li>2. Location of activity;</li> <li>3. Staff/volunteers conducting activity;</li> <li>4. Purpose and goal of activity; and</li> <li>5. Number of participants.</li> </ol> <p>D. Program Policy and Procedure. The Grantee shall have a written policies and procedures governing all functions and services provided under this grant.</p> <p>E. Licensing and Certification. The Grantee shall ensure that all licensed and/or certified staff maintain a current license and/or certification if the programs and services provided under this grant require professional licensure or certification.</p>	<p><b>Compliance Methodology:</b></p> <p>This grant requirement shall be monitored using non-sampling techniques which may include the review and analysis of relevant written documentation, interviewing of selected personnel and personal visual observations of program operations made by the Reviewer. A program shall be in compliance with the grant if all required elements of the grant provision are met and are verifiable by the Reviewer during the monitoring visit.</p> <p><b>Monitoring Methodology:</b> Yes/No  <b>Sample:</b> N/A  <b>Point Value:</b> 10  <b>Total Points Possible:</b> 20  <b>Scoring Methodology:</b> 0 - 10  <b>Level:</b> Level 2 - Provision of Services</p>
COMMENTARY	REFERENCE MATERIAL
<p><b>Discussion and Interpretation:</b></p> <p>This article contains the primary program oversight relating to how the Commission provides program oversight to ensure that expenditures are allowable. Under the Intensive Community Based Program grant, the priority population consists of youth currently under supervision of the juvenile court for jailable misdemeanors or felony offenses, including youth on deferred prosecution.</p> <p><b>Reviewer Guidelines:</b></p> <p>To determine Grantee's compliance with this grant provision, the Reviewer will:</p> <ol style="list-style-type: none"> <li>1. Review and analyze data from Caseworker, or data from the Grantee's internal system, submitted in the monthly extract to determine eligibility;</li> <li>2. Review Grantee's documentation of activities;</li> <li>3. Review the program policy and procedures manual governing all programs and services provided under this grant; and</li> <li>4. Confirm licensing and certification of staff for program and services provided under this grant requiring professional licensure or certification.</li> </ol> <p><b>Verification Documents:</b></p> <ol style="list-style-type: none"> <li>1. Annual Budget Application</li> <li>2. Monthly extract data</li> </ol>	<p><b>Recommended Best Practices:</b></p> <p>N/A</p> <p><b>Sample Form(s):</b></p> <p>N/A</p> <p><b>Citation(s):</b></p> <p>Grant X - Intense Community-Based Program  Programmatic  Article IV Sections A-E</p> <p><b>Cross Reference(s):</b></p> <p>Texas Human Resources Code, Chapters 141 and 142</p> <p><b>Board Opinion:</b></p> <p><b>RFI Opinion:</b></p>
	EFFECTIVE DATES
	<p><b>Grant's Effective Date:</b> 9/1/2010 - 8/31/2011  <b>CRM Last Modified On:</b> 01/14/2011</p>
	PRE-MONITORING PREPARATION
	<p><b>Program Tour:</b> False</p> <p><b>Policy and Procedure:</b> False</p> <p><b>Pre-Monitoring Checklist:</b> False</p> <p><b>Pre-Monitoring Preparation Checklist:</b> N/A</p> <p><b>Reviewer Preparation Checklist Required:</b> False</p> <p><b>Reviewer Preparation Checklist:</b> N/A</p>

**X - Intense Community-Based Program**

X - Intense Community-Based Program

Article IV Section A-E

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:

Chief Administrative Officer: False  
Professional Staff: False  
Program/Facility Administrator: False  
Juvenile Board Chair: False  
Ancillary Staff: False  
Juvenile: False

**X - Intense Community-Based Program****Article V Section A-D**

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

**TEXT OF STANDARD****Subchapter: V. Programmatic Reporting****A. Annual Reports.**

1. End-of-Year Program Summary Report. The Grantee shall complete an End-of-Year Program Summary in a format specified by the Commission no later than October 1 per fiscal year of the current grant period. This report shall include but is not limited to:

- a. List of program activities or services;
- b. Number of clients served;
- c. How the programs and services met the overall goals and objectives of the program; and
- d. Total expenditures for the program during the fiscal year.

B. Quarterly Reports. The Grantee shall provide a listing of all juveniles served under this grant. The Grantee shall submit data electronically in a format specified by the Commission no later than January 1, April 1, July 1 and October 1 of the current fiscal year of the biennium, respectively.

C. Monthly Reports. The Grantee shall submit monthly extract data electronically to the Commission no later than the 10th calendar day of each month following the reporting period as required in Title 37, Texas Administrative Code, Sections 341.49 and 341.54 or successor provisions which become effective during the term of this Contract.

D. Other Periodic Reports. See General Grant Requirements.

calendar day of each month following the reporting period.

After the extract data due date, the Commission will generate the Monthly Folder Extract Availability Report to determine delinquency in reporting. If the Grantee submits the extract data after the 10th calendar day of the month the Grantee shall be considered non-compliant and shall receive a delinquency notice. Failure to submit the monthly extract data within the required timeframe after issuance of the delinquency notice shall result in the issuance of a Non-Compliance Citation Report (NCCR) by the Commission.

**Other Periodic Reports**

This grant has no periodic reporting requirements in addition to those required in the General Grant Requirements. Periodic reports due under General Grant Requirements will be discussed and monitored under that grant.

**Reviewer Guidelines:**

N/A

**Verification Documents:**

N/A

**COMMENTARY****Discussion and Interpretation:**

Compliance with this grant provision is not monitored during an on-site monitoring visit but is monitored throughout the term of the grant. This grant has various programmatic reporting requirements that are applicable at different times throughout the grant period. These are discussed below.

**Annual Reports****Annual Reports**

The Grantee shall complete an End-of-Year Program Summary in a format specified by the Commission no later than October 1 for the previous fiscal year of the current grant period. This report shall contain detailed information about the grant funded programs during the grant period and the juveniles served with grant funds.

**Quarterly Reports**

The Grantee shall provide a listing of all juveniles served under this grant. The Grantee shall submit data electronically in a format specified by the Commission no later than January 1, April 1, July 1 and October 1 of the current fiscal year of the biennium, respectively.

**Monthly Reports**

The Grantee shall submit monthly extract data to the Commission pursuant to Title 37, Texas Administrative Code, Sections 341.49 and 341.54 in compliance with the Electronic Data Interchange (EDI) standards. Grantee shall submit monthly extract data electronically to the Commission no later than the 10th calendar day of each month following the reporting period. Compliance with this grant will be monitored by the Research and Statistics Division of the Commission. Monthly extract data shall be submitted on or before the 10th

**METHODOLOGY****Compliance Methodology:**

N/A

**Monitoring Methodology:** N/A**Sample:** N/A**Point Value:** 0**Total Points Possible:** 0**Scoring Methodology:** N/A**Level:** Level 0 - Not Monitorable**REFERENCE MATERIAL****Recommended Best Practices:**

N/A

**Sample Form(s):**

N/A

**Citation(s):**

Grant X - Intense Community-Based Program  
Article V Sections A-D

**Cross Reference(s):**

37 TAC Section 341.49 - TJPC Monthly Folder Extract

37 TAC Section 341.54 - TJPC Monthly Folder Extract

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Effective date 9/1/2010 - 8/31/2011

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Board Opinion:  
RFI Opinion:

**EFFECTIVE DATES**

Grant's Effective Date: 9/1/2010 - 8/31/2011  
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**PRE-MONITORING PREPARATION**

Program Tour: False

Policy and Procedure: False

Pre-Monitoring Checklist: False

Pre-Monitoring Preparation Checklist:  
N/A

Reviewer Preparation Checklist Required: False

Reviewer Preparation Checklist:  
N/A

**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:**

Chief Administrative Officer: False  
Professional Staff: False  
Program/Facility Administrator: False  
Juvenile Board Chair: False  
Ancillary Staff: False  
Juvenile: False

**X - Intense Community-Based Program**



**X - Intense Community-Based Program****Article VI Section A-D**

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

TEXT OF STANDARD	EFFECTIVE DATES
<p><b>Subchapter:</b> VI. Programmatic Monitoring</p> <p>A. On-Site Monitoring Visits. See General Grant Requirements.</p> <p>B. Unannounced On-Site Monitoring Visits. See General Grant Requirements.</p> <p>C. Desk Audits. See General Grant Requirements.</p> <p>D. Other. None.</p>	<p><b>Grant's Effective Date:</b> 9/1/2010 - 8/31/2011  <b>CRM Last Modified On:</b> 01/14/2011</p>
COMMENTARY	PRE-MONITORING PREPARATION
<p><b>Discussion and Interpretation:</b></p> <p>Section VI of this grant addresses the types of monitoring that may be utilized by the Commission to determine compliance with the provisions of the grant and references the General Grant Requirements that provide a full description of the variety of monitoring methodologies. There are no specialized programmatic monitoring techniques (i.e., Other) applicable to this grant. This grant provision is for informational purposes only and will not be monitored.</p> <p><b>Reviewer Guidelines:</b></p> <p>N/A</p> <p><b>Verification Documents:</b></p> <p>N/A</p>	<p><b>Program Tour:</b> False</p> <p><b>Policy and Procedure:</b> False</p> <p><b>Pre-Monitoring Checklist:</b> False</p> <p><b>Pre-Monitoring Preparation Checklist:</b> N/A</p> <p><b>Reviewer Preparation Checklist Required:</b> False</p> <p><b>Reviewer Preparation Checklist:</b> N/A</p> <p><b>INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:</b></p> <p><b>Chief Administrative Officer:</b> False  <b>Professional Staff:</b> False  <b>Program/Facility Administrator:</b> False  <b>Juvenile Board Chair:</b> False  <b>Ancillary Staff:</b> False  <b>Juvenile:</b> False</p>
METHODOLOGY	
<p><b>Compliance Methodology:</b></p> <p>N/A</p> <p><b>Monitoring Methodology:</b> N/A  <b>Sample:</b> N/A  <b>Point Value:</b> 0  <b>Total Points Possible:</b> 0  <b>Scoring Methodology:</b> N/A  <b>Level:</b> Level 0 - Not Monitorable</p>	
REFERENCE MATERIAL	
<p><b>Recommended Best Practices:</b></p> <p>N/A</p> <p><b>Sample Form(s):</b> N/A</p> <p><b>Citation(s):</b> Grant X - Intense Community-Based Program Article VI Sections A-D</p> <p><b>Cross Reference(s):</b> N/A</p> <p><b>Board Opinion:</b>  <b>RFI Opinion:</b></p>	

**X - Intense Community-Based Program**

**X - Intense Community-Based Program****Article VII Section A-C**

Effective date 9/1/2010 - 8/31/2011

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**TEXT OF STANDARD****Subchapter:** VII. Applicable Law, Policy and Procedure

APPLICABLE LAW, POLICY AND PROCEDURE. The Grantee shall comply with the following applicable state laws, federal laws, standards, policies and procedures as they currently exist or as amended or renumbered and enacted and effective during the term of this Contract:

A. Applicable Standards.

1. Texas Administrative Code (TAC) Title 37 Public Safety and Corrections, Chapters 341 – 358.

B. General Statutes.

1. Federal Law. See General Grant Requirements.

2. State Law. See Also General Grant Requirements.

a. Code of Criminal Procedure.

i. Chapter 62 – Sex Offender Registration Program.

b. Texas Family Code, Title III, Juvenile Justice Code.

i. Chapter 59 – Progressive Sanctions Model.

c. Texas General Appropriations Act.

d. Texas Government Code, Title 7, Uniform Grant and Contract Management.

i. Chapter 783 - Uniform Grant and Contract Management Act.

C. Policy and Procedure.

1. Texas Juvenile Probation Compliance Resource Manual, Volumes 1 – 2.

**COMMENTARY****Discussion and Interpretation:**

This grant is governed by a variety of applicable state and federal laws, regulations and policies. This grant provision details the specific laws and policies that are applicable to the grant. This provision will not be monitored independently herein this grant but compliance with all monitored laws and regulations will be monitored in the General Grants Requirements and/or within the context of the specific grant provision wherein the requirement most logically fits.

**Reviewer Guidelines:**

N/A

**Verification Documents:**

N/A

**METHODOLOGY****Compliance Methodology:**

N/A

**Monitoring Methodology:** N/A

Sample: N/A

Point Value: 0

**Total Points Possible:** 0

**Scoring Methodology:** N/A

**Level:** Level 0 - Not Monitorable

**REFERENCE MATERIAL****Recommended Best Practices:**

N/A

**Sample Form(s):**

N/A

**Citation(s):**

X - Intense Community-Based Program,  
Article VII, Sections A-C

**Cross Reference(s):**

N/A

**Board Opinion:**

RFI Opinion:

**EFFECTIVE DATES**

**Grant's Effective Date:** 9/1/2010 - 8/31/2011

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**PRE-MONITORING PREPARATION**

**Program Tour:** False

**Policy and Procedure:** False

**Pre-Monitoring Checklist:** False

**Pre-Monitoring Preparation Checklist:**

N/A

**Reviewer Preparation Checklist Required:**

False

**Reviewer Preparation Checklist:**

N/A

**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:**

**Chief Administrative Officer:** False

**Professional Staff:** False

**Program/Facility Administrator:** False

**Juvenile Board Chair:** False

**Ancillary Staff:** False

**Juvenile:** False

**X - Intense Community-Based Program**

**X - Intense Community-Based Program****Article VIII Section A-B**

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

**TEXT OF STANDARD****Subchapter: VIII. Financial Components**

A. Allowable Expenditure of Funds. Grant funds shall be expended solely for the provision of juvenile probation services and juvenile justice programs within the staff services category for the salaries, travel and training line items and within the non-residential services category in accordance with the approved Annual Budget Application submitted by the Grantee per fiscal year for the current grant period.

B. Unallowable Expenditure of Funds.

1. Grant funds shall not be expended in the residential services category.
2. Grant funds shall not be expended in operating expenses under the staff services category.
3. Grant funds shall not be expended for salary increases or any costs associated with staff hired prior to September 1, 2009.

**COMMENTARY****Discussion and Interpretation:**

This grant provision addresses the allowable and unallowable expenditure of funds received under this grant. Expenditures shall be made in accordance with Generally Accepted Accounting Principles (GAAP), the Commission's Expenditure Guidelines in General Grant Requirements - All TJPC Grants and shall be expended and classified as outlined by the budget categories in Article VIII, Sections A and B of this grant. The Expenditure Guidelines in General Grant Requirements - All TJPC Grants document may be found on the Commission's website at [www.tjpc.state.tx.us](http://www.tjpc.state.tx.us). If any expenditure fails to meet these requirements, the Grantee will be in noncompliance with these grant provisions. Allowable expenditures under this grant shall only be expended in the salaries, travel and training category of staff services and the non-residential services category discussed below:

**Staff Services**

The staff services category may include, but is not limited to:

- a. Salaries and fringe benefits for staff hired by the juvenile probation department to operate programs created on or after September 1, 2009;
- b. Travel reimbursement for staff hired by the juvenile probation department to operate programs created on or after September 1, 2009.

**2. Non-Residential Services**

The Non-Residential Services category includes, but is not limited to:

- a. A service or program provided to a juvenile who has not been placed in a residential facility; and
- b. A service or program provided to a juvenile who has been placed in a residential setting, but the service or program is not included in the cost per day for the juvenile's placement.

**Unallowable Expenditures**

Expenditures in the operating expense line item in the staff services category are unallowable.

Expenditures for salary increases or any costs associated with staff hired prior to September 1, 2009 are unallowable.

Expenditures in the residential services category are unallowable.

**Financial Documentation**

The Grantee shall maintain complete and accurate accounting records for all expenditure paid with funding from this grant. The accounting records shall include all supporting documentation substantiating an expenditure. All financial documentation shall be maintained according to GAAP. The types of documentation that support an expenditure includes, but are not limited to the following:

1. Requisitions or purchase orders;
2. Receipts;
3. Packing slips;
4. Invoices;
5. Timesheets;
6. Payroll;
7. Mileage reports;
8. Cancelled checks; and
9. Bank statements.

The exact type of documentation that will be reviewed is based on the type of expenditure that is identified. To determine whether the expenditure is allowable or unallowable is based on expenditure guidelines in General Grant Requirements -All TJPC Grants found on the Commission's website at [www.tjpc.state.tx.us](http://www.tjpc.state.tx.us).

**Expenditure Detail Report**

To determine compliance with this grant provision, the Commission shall request a detailed system generated expenditure report. This report shall list all of the grant specific transactions and may be listed alphabetically, chronologically or by fund/account. Each transaction (i.e., expenditure) shall be properly recorded in the Grantee's general ledger from which the expenditure detail report is generated. The system generated expenditure report can normally be obtained from the Grantee's Fiscal Officer.

To determine compliance with all salaries and fringe benefits paid out of this grant, the Grantee shall provide a system generated report showing all salaries and fringe paid out of this grant. The report shall display salaries and fringe benefits by date, employee, amount, and grant. The system generated report shall include all funding sources.

**Reviewer Guidelines:**

To determine compliance with this grant provision, the Reviewer will:

**X - Intense Community-Based Program**

**X - Intense Community-Based Program****Article VIII Section A-B**

Effective date 9/1/2010 - 8/31/2011

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1. Prior to the monitoring visit, request a system generated expenditure detail report for this grant for the grant period;
2. Select a systematic sample of transactions from the expenditure detail report for review. The Reviewer will request that the Grantee provide payment vouchers with applicable supporting documentation attached for each selected transaction in the sample;
3. Analyze the expenditure documentation for allowability. The Reviewer will verify that each expenditure is in compliance with the requirements in Article VIII Sections A and B of this grant;
4. Analyze the expenditure to assure the payment is a reasonable and necessary expenditure under this grant;
5. Verify whether the payment is correctly coded to the grant being reviewed;
6. Identify whether the date the expenditure occurred or was encumbered during the grant period; and
7. Verify that the payment cleared the bank by reviewing substantiating documentation (e.g., cancelled checks, bank statements, etc.) and that the amount matched the approved document total.

The Reviewer may:

1. Interview appropriate personnel regarding the reviewed documentation.

**Verification Documents:**

1. System generated general ledger (Excel Spreadsheets are not appropriate)
2. Chart of accounts
3. System generated expenditure detail report (Excel Spreadsheets are not appropriate)
4. Payment voucher
5. Supporting documentation:
  - a. Requisition/purchase order;
  - b. Invoice/billing instrument;
  - c. Receipts and/or packing slip;
  - d. Mileage log;
  - e. Timesheets and payroll documentation; and
  - f. Other acceptable documentation
6. External documentation:
  - a. Bank statements, cancelled checks, EFT transaction; and
  - b. Other acceptable documentation

**METHODOLOGY****Compliance Methodology:**

The grants TJPC audits are predetermined. Expenditure reports for this grant are utilized to determine if expenditures are allowable. The following are the steps for determining the number of records that will be reviewed:

1. The department's juvenile population size determines the total number of transactions reviewed;
2. The number of transactions audited for this grant is determined by this grant's proportionate percentage of the department's total state funding; and
3. A random sampling technique is used to select the transactions that will be reviewed. TJPC uses a randomizer number table to draw a simple random sample by making a complete list of all the transactions, assigning each a number and then electronically drawing a set of random numbers which identifies the nth transaction to be sampled.

The Reviewer may discretionarily select expenditures outside the random sample.

**Monitoring Methodology:** Sample %  
**Sample:** N/A  
**Point Value:** 10  
**Total Points Possible:** 30  
**Scoring Methodology:** 0 - 10  
**Level:** Level 3 - Critical

**REFERENCE MATERIAL****Recommended Best Practices:**

Recommended Best Practices:

The Grantee should maintain complete financial policies and procedures in accordance with GAAP for all state, local and federal funds. The Grantee's policies and procedures should follow those of the designated lead county if in a multi-county jurisdiction and the guidelines should address but not be limited to the areas listed below.

**Accounting System**

1. The accounting system users are identifiable and limited in order to safeguard against loss; and
2. Separation of duties related to the receipt, expenditure, adjustment, and transfer of funds.

**Accounts Receivable**

Procedures to ensure accurate accounting for revenues/funds when received should include, but are not limited to:

1. Reviewing the grant guidelines prior to receipt of funds;
2. Monitoring the budget and predetermined expenditure plan; and

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3. Ensuring account coding is correctly applied to revenues/funds throughout the grant period.

Accounts Payable

Procedures to ensure accurate accounting for expenditures when requested or paid should include, but are not limited to:

1. Expenditure authorization is received prior to any purchase order request and payment;
2. Transactions are documented and/or executed by personnel with different job duties;
3. Transactions are reconciled by someone who did not perform them; and
4. A verification practice is in place to prevent double payment.

**Sample Form(s):**

1. Annual Budget Application
2. Expenditure Guidelines in General Grant Requirements - All TJPC Grants
3. System generated expenditure detail report

**Citation(s):**

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**Cross Reference(s):**

N/A

**Board Opinion:**

RFI Opinion:

**EFFECTIVE DATES**

**Grant's Effective Date:** 9/1/2010 - 8/31/2011

**CRM Last Modified On:** 01/14/2011

**PRE-MONITORING PREPARATION**

**Program Tour:** False

**Policy and Procedure:** False

**Pre-Monitoring Checklist:** False

**Pre-Monitoring Preparation Checklist:**

N/A

**Reviewer Preparation Checklist Required:** False

**Reviewer Preparation Checklist:**

N/A

**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:**

**Chief Administrative Officer:** False

**Professional Staff:** False

**Program/Facility Administrator:** False

**Juvenile Board Chair:** False

**Ancillary Staff:** False

**Juvenile:** False

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C. Financial Match Requirements. The Grantee shall ensure that county funding for juvenile services (i.e., juvenile probation services and juvenile justice programs) shall not be decreased or be supplanted by funding received under this grant. The Grantee shall certify that the amount of local or county funds expended for juvenile services is at least equal to or greater than the amount spent in the 2006 county fiscal year excluding construction and capital outlay expenses.

**COMMENTARY****Discussion and Interpretation:**

The Grantee shall certify to the Commission using the Certification of Local Expenditure Report that the level of local or county funds expended for juvenile services is at least equal to or greater than the level of spending in the 2006 county fiscal year. This excludes construction and capital outlay expenses.

**Reviewer Guidelines:**

N/A

**Verification Documents:**

N/A

**METHODOLOGY****Compliance Methodology:**

N/A

**Monitoring Methodology:** N/A**Sample:** N/A**Point Value:** 0**Total Points Possible:** 0**Scoring Methodology:** N/A**Level:** Level 0 - Not Monitorable**REFERENCE MATERIAL****Recommended Best Practices:**

N/A

**Sample Form(s):**

N/A

**Citation(s):**

Grant X - Intense Community-Based Program Article VIII Section C

**Cross Reference(s):**

N/A

**Board Opinion:****RFI Opinion:****EFFECTIVE DATES****Grant's Effective Date:** 9/1/2010 - 8/31/2011**CRM Last Modified On:** 01/14/2011**PRE-MONITORING PREPARATION****Program Tour:** False**Policy and Procedure:** False**Pre-Monitoring Checklist:** False**Pre-Monitoring Preparation Checklist:**  
N/A**Reviewer Preparation Checklist Required:**  
False**Reviewer Preparation Checklist:**  
N/A**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:****Chief Administrative Officer:** False**Professional Staff:** False**Program/Facility Administrator:** False**Juvenile Board Chair:** False**Ancillary Staff:** False**Juvenile:** False**X - Intense Community-Based Program**

**X - Intense Community-Based Program****Article VIII Section D**

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

**X - Intense Community-Based Program****TEXT OF STANDARD****Subchapter:** VIII. Financial Components

D. Funding Adjustments.

1. Reduction of Grant Payments. See General Grant Requirements.
2. Unexpended Balances. See General Grant Requirements.
3. Overpayments. See General Grant Requirements.
4. Refunds Due. See General Grant Requirements.

**COMMENTARY****Discussion and Interpretation:**

Compliance with funding adjustment requirements for this grant will be monitored and provisions discussed in detail under the General Grant Requirements.

**Reviewer Guidelines:**

N/A

**Verification Documents:**

N/A

**METHODOLOGY****Compliance Methodology:**

N/A

**Monitoring Methodology:** N/A**Sample:** N/A**Point Value:** 0**Total Points Possible:** 0**Scoring Methodology:** N/A**Level:** Level 0 - Not Monitorable**REFERENCE MATERIAL****Recommended Best Practices:**

N/A

**Sample Form(s):**

N/A

**Citation(s):**

Grant X - Intense Community-Based Program Article VIII Section D

**Cross Reference(s):**

N/A

**Board Opinion:**

RFI Opinion:

**EFFECTIVE DATES****Grant's Effective Date:** 9/1/2010 - 8/31/2011**CRM Last Modified On:** 01/14/2011**PRE-MONITORING PREPARATION****Program Tour:** False**Policy and Procedure:** False**Pre-Monitoring Checklist:** False**Pre-Monitoring Preparation Checklist:**  
N/A**Reviewer Preparation Checklist Required:**  
False**Reviewer Preparation Checklist:**  
N/A**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:****Chief Administrative Officer:** False**Professional Staff:** False**Program/Facility Administrator:** False**Juvenile Board Chair:** False**Ancillary Staff:** False**Juvenile:** False**X - Intense Community-Based Program**

**X - Intense Community-Based Program****Article VIII Section E**

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

**X - Intense Community-Based Program****TEXT OF STANDARD****Subchapter:** VIII. Financial Components

E. Timely Expenditure of Grant Funds. See General Grant Requirements.

**COMMENTARY****Discussion and Interpretation:**

This grant provision is not monitored on site. During the review of the quarterly expenditure reports, the Commission will determine whether grant funds are expended in a timely manner. If it is determined by the Commission that the Grantee failed to expend the grant funds in a timely manner, a Non-Compliance Citation Report (NCCR) may be issued by the Commission.

**Reviewer Guidelines:**

N/A

**Verification Documents:**

N/A

**METHODOLOGY****Compliance Methodology:**

N/A

**Monitoring Methodology:** N/A**Sample:** N/A**Point Value:** 0**Total Points Possible:** 0**Scoring Methodology:** N/A**Level:** Level 0 - Not Monitorable**REFERENCE MATERIAL****Recommended Best Practices:**

N/A

**Sample Form(s):**

N/A

**Citation(s):**

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**Cross Reference(s):**

N/A

**Board Opinion:****RFI Opinion:****EFFECTIVE DATES****Grant's Effective Date:** 9/1/2010 - 8/31/2011**CRM Last Modified On:** 01/14/2011**PRE-MONITORING PREPARATION****Program Tour:** False**Policy and Procedure:** False**Pre-Monitoring Checklist:** False**Pre-Monitoring Preparation Checklist:**  
N/A**Reviewer Preparation Checklist Required:**  
False**Reviewer Preparation Checklist:**  
N/A**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:****Chief Administrative Officer:** False**Professional Staff:** False**Program/Facility Administrator:** False**Juvenile Board Chair:** False**Ancillary Staff:** False**Juvenile:** False**X - Intense Community-Based Program**



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Effective date 9/1/2010 - 8/31/2011

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**X - Intense Community-Based Program****TEXT OF STANDARD****Subchapter:** VIII. Financial Components

F. Audits. See General Grant Requirements.

**COMMENTARY****Discussion and Interpretation:**

Compliance with the audit provisions of this grant will be monitored under the General Grant Requirements audit provisions and discussed in detail in that section.

**Reviewer Guidelines:**

N/A

**Verification Documents:**

N/A

**METHODOLOGY****Compliance Methodology:**

N/A

**Monitoring Methodology:** N/A**Sample:** N/A**Point Value:** 0**Total Points Possible:** 0**Scoring Methodology:** N/A**Level:** Level 0 - Not Monitorable**REFERENCE MATERIAL****Recommended Best Practices:**

N/A

**Sample Form(s):**

N/A

**Citation(s):**

Grant X - Intense Community-Based Program Article VIII Section F

**Cross Reference(s):**

N/A

**Board Opinion:**

RFI Opinion:

**EFFECTIVE DATES****Grant's Effective Date:** 9/1/2010 - 8/31/2011**CRM Last Modified On:** 01/14/2011**PRE-MONITORING PREPARATION****Program Tour:** False**Policy and Procedure:** False**Pre-Monitoring Checklist:** False**Pre-Monitoring Preparation Checklist:**

N/A

**Reviewer Preparation Checklist Required:**

False

**Reviewer Preparation Checklist:**

N/A

**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:****Chief Administrative Officer:** False**Professional Staff:** False**Program/Facility Administrator:** False**Juvenile Board Chair:** False**Ancillary Staff:** False**Juvenile:** False**X - Intense Community-Based Program**

**X - Intense Community-Based Program****Article VIII Section G**

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

**TEXT OF STANDARD****Subchapter:** VIII. Financial Components

G. Financial Assurances. See General Grant Requirements.

**COMMENTARY****Discussion and Interpretation:**

This grant has no special financial assurances in addition to the financial assurances contained in the General Grant Requirements and compliance with the assurances will be tested via the independent audit. The general financial assurances are discussed in the General Grant Requirements.

**Reviewer Guidelines:**

N/A

**Verification Documents:**

N/A

**METHODOLOGY****Compliance Methodology:**

N/A

**Monitoring Methodology:** N/A**Sample:** N/A**Point Value:** 0**Total Points Possible:** 0**Scoring Methodology:** N/A**Level:** Level 0 - Not Monitorable**REFERENCE MATERIAL****Recommended Best Practices:**

N/A

**Sample Form(s):**

N/A

**Citation(s):**

Grant X - Intense Community-Based Program Article VIII Section G

**Cross Reference(s):**

N/A

**Board Opinion:**

RFI Opinion:

**EFFECTIVE DATES****Grant's Effective Date:** 9/1/2010 - 8/31/2011**CRM Last Modified On:** 01/14/2011**PRE-MONITORING PREPARATION****Program Tour:** False**Policy and Procedure:** False**Pre-Monitoring Checklist:** False**Pre-Monitoring Preparation Checklist:**  
N/A**Reviewer Preparation Checklist Required:**  
False**Reviewer Preparation Checklist:**  
N/A**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:****Chief Administrative Officer:** False**Professional Staff:** False**Program/Facility Administrator:** False**Juvenile Board Chair:** False**Ancillary Staff:** False**Juvenile:** False**X - Intense Community-Based Program**

**X - Intense Community-Based Program****Article VIII Section H**

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

**X - Intense Community-Based Program****TEXT OF STANDARD****Subchapter:** VIII. Financial Components

H. Service Provider. See General Grant Requirements.

**COMMENTARY****Discussion and Interpretation:**

Compliance with the service provider requirements will be monitored under the General Grant Requirements. The service provider provisions are discussed in the General Grant Requirements.

**Reviewer Guidelines:**

N/A

**Verification Documents:**

N/A

**METHODOLOGY****Compliance Methodology:**

N/A

**Monitoring Methodology:** N/A**Sample:** N/A**Point Value:** 0**Total Points Possible:** 0**Scoring Methodology:** N/A**Level:** Level 0 - Not Monitorable**REFERENCE MATERIAL****Recommended Best Practices:**

N/A

**Sample Form(s):**

N/A

**Citation(s):**

Grant X - Intense Community-Based Program Article VIII Section H

**Cross Reference(s):**

N/A

**Board Opinion:**

RFI Opinion:

**EFFECTIVE DATES****Grant's Effective Date:** 9/1/2010 - 8/31/2011**CRM Last Modified On:** 01/14/2011**PRE-MONITORING PREPARATION****Program Tour:** False**Policy and Procedure:** False**Pre-Monitoring Checklist:** False**Pre-Monitoring Preparation Checklist:**  
N/A**Reviewer Preparation Checklist Required:**  
False**Reviewer Preparation Checklist:**  
N/A**INTERVIEW QUESTIONS MAY BE  
ADMINISTERED TO THE FOLLOWING:****Chief Administrative Officer:** False**Professional Staff:** False**Program/Facility Administrator:** False**Juvenile Board Chair:** False**Ancillary Staff:** False**Juvenile:** False**X - Intense Community-Based Program**

**X - Intense Community-Based Program****Article IX Section A**

Effective date 9/1/2010 - 8/31/2011

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**TEXT OF STANDARD****Subchapter:** IX. Financial Reporting**A. Annual Reports.**

1. Budget Application. The Grantee shall submit a completed Annual Budget Application concurrent with the submission of the executed State Financial Assistance Contract for the Commission's approval. The Annual Budget Application is found on the Commission's website and shall be submitted electronically as specified by the Commission per fiscal year for the current grant period.

**COMMENTARY****Discussion and Interpretation:**

For fiscal year 2010, this grant requires an annual report which is the Annual Budget Application to be submitted each fiscal year. This document is a Microsoft Excel spreadsheet that shall be completed detailing the budget for the grant. The Annual Budget Application also includes the Designation of Key Personnel Spreadsheet that is in the Excel format that shall be completed and submitted one time for all grants. The Annual Budget Application shall be submitted concurrently with the submission of the executed State Financial Assistance Contract. The completed spreadsheet document shall be submitted electronically via email to Judy Ybarbo, the Commission's Contract Administrator at judy.ybarbo@tjpc.state.tx.us.

The executed State Financial Assistance Contract shall be mailed to the Commission and the signature page and juvenile board resolution shall have original signatures. The contract signature page shall include the original signatures of the juvenile board chairperson, chief juvenile probation officer and fiscal officer. The juvenile board resolution shall include the names of all board members in attendance during the juvenile board meeting wherein the contract was approved for execution.

The Grantee's juvenile board shall comply with the Texas Open Meetings Act as codified in Texas Government Code Chapter 551 when approving and executing the State Financial Assistance Contract and all required documents. This Act states that meetings of governmental bodies must be open to the public, except for expressly authorized executive sessions, and that the public must be given notice of the time, place, and subject matter of meetings of governmental bodies. To be legally binding and enforceable, any action of a juvenile board must occur in a posted, open meeting that complies with the requirements of the Open Meetings Act. A quorum of the juvenile board is required to be present before the board may act. Documentation of the action must be reflected in the meeting minutes, formal written resolutions, or other written documentation. The juvenile board may act to authorize the chairperson of the board to take certain actions on behalf of the board as long as the initial action meets the requirements of the Open Meetings Act, is subsequently ratified by the juvenile board and is so documented.

The Grantee shall submit the executed contract and all required documents and files such as the Annual Budget Application before any distributions are made under the State Financial Assistance Contract. Upon approval and execution of the State Financial Assistance Contract by the Commission, a copy will be mailed to the juvenile probation department.

The Annual Budget Application and the Designation of Key Personnel Spreadsheet, may be downloaded from the Commission's website at [www.tjpc.state.tx.us](http://www.tjpc.state.tx.us).

For fiscal year 2011, the Grantee shall enter the Annual Budget Application on Grant Manager, the Commission's web-based system. Grant Manager requires a user name and password provided by the Commission's MIS division to gain entry to the system. The Grantee shall enter the budget for each grant separately by category. Once all grant budgets have been entered and Grant Manager declares the budget complete, the grantee shall submit to the Commission by clicking SUBMIT.

Upon approval of the Grantee's budget on Grant Manager, the Grantee will receive an email affirming finalization. Payment to the Grantee will then fall into the regular disbursement cycle.

Username and password for Grant Manager may be acquired by contacting the Commission's MIS unit at 512-424-6700.

**Reviewer Guidelines:**

To determine Grantee's compliance with this grant provision, the Reviewer will:

1. Upon receipt of the State Financial Assistance Contract, verify the presence of the required original signatures on the signature page of the State Financial Assistance Contract and the accompanying juvenile board resolution evidencing authority to contract;
2. Verify all required key personnel have been identified in the Designation of Key Personnel Spreadsheet;
3. Compare and verify grant totals identified in the State Financial Assistance Contract to the budget summary worksheets for consistency;
4. Compare all budget worksheets to verify consistency on intended use of funds;
5. Review all budget worksheets to determine allowable costs, unallowable costs and verify all calculations for accuracy. The Reviewer will:
  - a. Examine the supporting documentation under the budget category "Other" within the Non-Residential Services category to verify that there is an adequate description of the program and services to be paid for with grant funds;
6. Conduct an analysis of the unexpended funds for this grant for the past two fiscal years to determine whether greater than 10% of the grant funds were unexpended in each of the past two fiscal years. If so, determine whether a funds reduction may apply.

**Verification Documents:**

1. Annual Budget Application
2. Designation of Key Personnel Spreadsheet
3. Juvenile Board Resolution
4. State Financial Assistance Contract
5. Quarterly Report

**METHODOLOGY****Compliance Methodology:**

N/A

**Monitoring Methodology:** N/A**Sample:****Point Value:** 0**Total Points Possible:** 0**X - Intense Community-Based Program**

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**Scoring Methodology:** N/A  
**Level:** Level 0 - Not Monitorable

**REFERENCE MATERIAL****Recommended Best Practices:**

N/A

**Sample Form(s):**  
 N/A

**Citation(s):**  
 Grant X - Intense Community-Based Program Article IX Section A

**Cross Reference(s):**  
 Texas Open Meetings Act - Chapter 551 Texas Government Code

**Board Opinion:**  
**RFI Opinion:**

**EFFECTIVE DATES**

**Grant's Effective Date:** 9/1/2010 - 8/31/2011  
**CRM Last Modified On:** 01/14/2011

**PRE-MONITORING PREPARATION****Program Tour:** False**Policy and Procedure:** False**Pre-Monitoring Checklist:** False

**Pre-Monitoring Preparation Checklist:**  
 N/A

**Reviewer Preparation Checklist Required:** False

**Reviewer Preparation Checklist:**  
 N/A

**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:**

**Chief Administrative Officer:** False  
**Professional Staff:** False  
**Program/Facility Administrator:** False  
**Juvenile Board Chair:** False  
**Ancillary Staff:** False  
**Juvenile:** False

**X - Intense Community-Based Program****Article IX Section B**

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

**TEXT OF STANDARD****Subchapter: IX. Financial Reporting**

B. Quarterly Reports. The Grantee shall report the expenditure of all funds received through this grant on the Quarterly Expenditure Report and the Quarterly ISP and Residential Cost Report [TJPC-FIS-49-04]. These reports shall be received by the Commission no later than January 1, April 1, July 1 and October 1 of the current fiscal year of the biennium, respectively. Funds may be temporarily suspended if the Quarterly Reports are not received by the due date.

**COMMENTARY****Discussion and Interpretation:**

This grant provision requires the submission of quarterly reports. Quarterly expenditure reports are generated for this grant by the Commission. These reports are mailed to the designated Fiscal Officer thirty (30) calendar days before the due date. The first quarter (September – November) reports are mailed out December 1st and due January 1st. Second quarter reports (December – February) are mailed out March 1st and due April 1st. Third quarter reports (March – May) are mailed out June 1st and due July 1st. Fourth quarter reports (June – August) are mailed out September 1st and due October 1st.

In addition to documenting expenditures, the review of the quarterly expenditure report determines whether expenditures are allowable or unallowable and ensures timely utilization of funds to prevent excess unexpended funds at the end of the fiscal year. The reports can identify areas of concern during the fiscal year such as unfilled positions and funds not being utilized for juvenile programs and services.

**Report Data**

The Commission will pre-print the following data on each report. The due date is printed in the upper right hand corner of the report in the MM/DD/YYYY format. The numbered data elements on the report are discussed below:

1. Jurisdiction. The county name or lead county for a judicial district or multi-county jurisdiction;
2. Agreement #. The name of the grant, the grant identification letter and the county number;
3. Contract Period. The State Financial Assistance Contract period (includes a begin and end date in the MM/DD/YYYY format);
4. Reporting Period. The quarter that is currently being reported (includes a begin and end date in the MM/DD/YYYY format);
5. Report Type. The Grantee shall indicate if the report is a "regular-quarterly" or "final" (Grantee will circle one on the expenditure report). If the balance of the report is zero, circle "final";
- 6-10. The Service Categories which are the same as budget categories as identified in the annual budget application worksheets and include Salaries & Fringe Benefits, Travel, Operating Expenses, Non-Residential Services and Residential Services;

Column A/Budget. The approved allocation of funding for this specific grant by budget categories; and

Column B/Previous Expenditures. These items represent a cumulative total of expenditures reported previously. If an error has been made or the amount is not accurate, then any correction should be made in the appropriate service category. (Items #6 – 10).

Information To Be Completed By Fiscal Officer or Authorized Designee.

Column C. These items represent expenditures during the quarter that is currently being reported. To correct any errors, use brackets to report negative amounts (i.e., < >).

Column D. These items represent the budgeted amounts minus previous expenditures minus current expenditures that are being reported for each service category. Do not show a negative amount in the total balance. If the balance is zero and the expenditure report is not reporting 4th quarter expenditures, the Commission's financial system will not generate additional reports for the next quarter.

11. Total of each column.

12. Signature. The report shall be signed by the Fiscal Officer and Chief Juvenile Probation Officer/Project Director.

**Fourth Quarter Expenditure Reports**

Fourth quarter expenditure reports shall be prepared on the modified accrual basis of accounting. All obligations incurred, but not paid as of August 31st of each fiscal year of the grant period, shall be accrued and reported on the fourth quarter expenditure report. If there is a remaining balance identified on the 4th quarter expenditure report, a refund check is due from the Grantee to the Commission no later than November 1st of the next fiscal year. Expenditures identified on the first, second and third quarterly expenditure report shall be on a cash basis.

This grant provision is not monitored during an on-site monitoring visit but is monitored throughout the term of the grant. If the Grantee fails to comply with the grant provision, the Commission may issue a Non-Compliance Citation Report (NCCR).

**The Quarterly ISP and Residential Cost Report**

The Quarterly ISP and Residential Cost Report is designed to gather state and local expenditures for Intensive Supervision Probation (ISP) and all Residential Placements. The Quarterly ISP and Residential Cost Report may be found on the Commissions website at [www.tjpc.state.tx.us](http://www.tjpc.state.tx.us).

Expenditures for ISP include all expenditures made during the quarter for the provision of ISP services regardless of the funding source. Residential placements include secure post adjudication correctional facilities and non-secure residential placement facilities. Expenditures for pre-adjudication detention facility or short-term detention facility (i.e., holdover) placements should not be included. Placements made in a facility operated by the county or on behalf of the county though a

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contract with a private vendor shall be considered County Operated Placements. Costs to operate the facility shall be included. Placements contracted by the Grantee shall be considered Purchased Placements.

Expenditures shall be categorized TJPC expenditures and Non-TJPC expenditures. TJPC expenditures include all funds received through the Commission including IV-E funds. Non- TJPC expenditures include all local, other federal or other funds expended by the Grantee for ISP and residential placements.

The report shall be signed by the person completing the report and by the Chief Juvenile Probation Officer.

**Fourth Quarter ISP and Residential Cost Reports**

Expenditures identified on the first, second and third quarterly expenditure report shall be on a cash basis. The report due for the fourth quarter shall include all obligations incurred, but not paid as of August 31st of each fiscal year of the grant period.

This grant provision is not monitored during an on-site monitoring visit but is monitored throughout the term of the grant. If the Grantee fails to comply with the grant provision, the Commission shall issue a Non-Compliance Citation Report (NCCR).

**Reviewer Guidelines:**

To determine Grantee's compliance with this grant provision, the Reviewer shall:

For the Quarterly Expenditure Report:

1. Verify the quarterly expenditure report was submitted by the Grantee, on or before the due date;
2. Verify the report has the required signatures;
3. Verify the report is for the correct time period;
4. Review the balances for negative amounts;
5. Compare the budgeted amounts and previous expenditures on the expenditure report to amounts in the Commission's financial system to verify consistency;
6. Analyze whether the funds have been expended in a timely manner; and
7. Determine whether the expenditure is allowable under the grant provisions.

For the Quarterly ISP and Residential Cost Report:

1. Verify the ISP and Residential Cost Report was submitted by the Grantee on or before the due date;
2. Verify the report has the required signatures;
3. Verify the report is for the correct time period;
4. Review the balances for negative amounts; and
5. Compare the expended amounts to the total juvenile ISP and residential bed days in order to verify accuracy and consistency.

**Verification Documents:**

1. Quarterly Expenditure Report
2. Annual Budget Application
3. Quarterly ISP and Residential Cost Report
4. Monthly data extract

**METHODOLOGY****Compliance Methodology:**

N/A

**Monitoring Methodology:** N/A**Sample:**

Point Value: 0

Total Points Possible: 0

Scoring Methodology: N/A

Level: Level 0 - Not Monitorable

**REFERENCE MATERIAL****Recommended Best Practices:**

N/A

**Sample Form(s):**

N/A

**Citation(s):**

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**Cross Reference(s):****Board Opinion:**

RFI Opinion:

**EFFECTIVE DATES**

**Grant's Effective Date:** 9/1/2010 - 8/31/2011  
**CRM Last Modified On:** 01/14/2011

**PRE-MONITORING PREPARATION****Program Tour:** False**Policy and Procedure:** False**Pre-Monitoring Checklist:** False

**Pre-Monitoring Preparation Checklist:**  
N/A

**Reviewer Preparation Checklist Required:**  
False

**Reviewer Preparation Checklist:**  
N/A

**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:****Chief Administrative Officer:** False**Professional Staff:** False**Program/Facility Administrator:** False**Juvenile Board Chair:** False**Ancillary Staff:** False**Juvenile:** False**X - Intense Community-Based Program**



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Effective date 9/1/2010 - 8/31/2011

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**X - Intense Community-Based Program****TEXT OF STANDARD****Subchapter:** IX. Financial Reporting

C. Monthly Reports. None.

**COMMENTARY****Discussion and Interpretation:**

This grant has no required monthly financial reports.

**Reviewer Guidelines:**

N/A

**Verification Documents:**

N/A

**METHODOLOGY****Compliance Methodology:**

N/A

**Monitoring Methodology:** N/A**Sample:** N/A**Point Value:** 0**Total Points Possible:** 0**Scoring Methodology:** N/A**Level:** Level 0 - Not Monitorable**REFERENCE MATERIAL****Recommended Best Practices:**

N/A

**Sample Form(s):**

N/A

**Citation(s):**

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**Cross Reference(s):**

N/A

**Board Opinion:**

RFI Opinion:

**EFFECTIVE DATES****Grant's Effective Date:** 9/1/2010 - 8/31/2011**CRM Last Modified On:** 01/14/2011**PRE-MONITORING PREPARATION****Program Tour:** False**Policy and Procedure:** False**Pre-Monitoring Checklist:** False**Pre-Monitoring Preparation Checklist:**  
N/A**Reviewer Preparation Checklist Required:**  
False**Reviewer Preparation Checklist:**  
N/A**INTERVIEW QUESTIONS MAY BE  
ADMINISTERED TO THE FOLLOWING:****Chief Administrative Officer:** False**Professional Staff:** False**Program/Facility Administrator:** False**Juvenile Board Chair:** False**Ancillary Staff:** False**Juvenile:** False**X - Intense Community-Based Program**



**X - Intense Community-Based Program****Article IX Section D**

Effective date 9/1/2010 - 8/31/2011

Latest Revision 01/14/2011

**TEXT OF STANDARD****Subchapter:** IX. Financial Reporting**D. Other Periodic Reports.**

1. Budget Adjustments. The Grantee shall submit the Budget Adjustment Request [TJPC-FIS-03-04] to the Commission for any adjustment to the original budget. The Grantee shall receive written approval from the Commission prior to expending the funds.

**COMMENTARY****Discussion and Interpretation:**

This grant provision requires a budget adjustment for any adjustment to the original budget. The Budget Adjustment Request form is utilized as a mechanism to transfer funds from one budget category to another budget category within a specific grant. A budget adjustment request per each fiscal year of the designated grant period can be submitted through October 1st of the next fiscal year. All budget adjustments shall be pre-approved by the Commission. This form can be found on the Commission website at [www.tjpc.state.tx.us](http://www.tjpc.state.tx.us).

The Budget Adjustment Request form shall be completed and mailed to Judy Ybarbo, Contract Administrator, with original signatures from the chief juvenile probation officer, fiscal officer or authorized designee. The following information shall be completed by the chief juvenile probation officer, fiscal officer or authorized designee:

1. Jurisdiction. The county name or lead county for a judicial district or multi-county jurisdiction;

2. Agreement/Contract #. This field requires the name of the grant, the grant identification letter, fiscal year and county number;

3. Date: This field requires the date of the completion of the Budget Adjustment Request;

4-9. Service Categories. Service Categories are the same as budget categories as identified in the annual budget application worksheets. The following columns are applicable:

- Column A - the approved allocation of funding for this specific grant by budget categories (include amended budget from previous budget adjustment requests);

- Column B – the adjusted amounts should be identified as a decrease in brackets < > and an increase with the plus sign + in front of the adjusted amount;

- Column C – the original budget amount minus <> or plus + the adjustment amount to equal the amended amount.

10. Detailed Explanation. In the detailed explanation field, address the basis for the request and refer to each specific service categories amount that will be amended. This is a generic form and not all expenditures are authorized under this grant. Review service categories definitions identified below:

- Salaries and fringe benefits - staff employed by the department under the direction of the Grantee;

- Travel for official business of authorized staff at the county rate or if in a multi-county jurisdiction, at the rate of the lead county. If the county has no established rate, then the county shall use the established State of Texas rate:

1. In no event can reimbursement rates exceed the established travel rates for the state of Texas;

- Non-Residential Services. A service or program provided to a juvenile who has not been placed in a residential facility or a service or program provided to a juvenile who

has been placed in a residential setting, but the service or program is not included in the cost per day for the juvenile's placement. The following services/programs are considered non-residential including:

a. Psychological, psychiatric and other professional diagnostic, evaluation and therapeutic treatment services;

b. Medical and dental diagnosis, evaluation, treatment and supplies;

c. Vocational and educational fees and supplies;

d. Related programs, services, supplies and tutoring not provided by public schools;

e. Transportation and meals;

f. Clothing and personal hygiene supplies; and

g. Programs and services approved in writing in advance by the Commission including professional and contractual services.

11. Authorized Signature – The budget adjustment request form should be signed by the chief juvenile probation officer/project director, the fiscal officer or authorized designee.

**Approved Budget Adjustment Report**

The Commission's financial system will automatically print an approved budget adjustment report. The approval form is signed by the Commission's Contract Administrator and the Chief Financial Officer or Deputy Chief Financial Officer. A copy of the report is mailed to the chief juvenile probation officer and fiscal officer.

This grant provision is not monitored during an on-site monitoring visit but is monitored throughout the term of the grant. If the Grantee fails to comply with the grant provision, the Commission may issue a Non-Compliance Citation Report (NCCR).

**Reviewer Guidelines:**

To determine Grantee's compliance with this grant provision, the Reviewer will:

1. Upon receipt of a budget adjustment request, examine the county's name, grant name, fiscal year and authorized signature for accuracy;

2. Determine whether the adjustment is allowable under the grant provisions;

3. Review the calculations for accuracy;

4. Compare the budgeted amounts to the Commission's financial system for consistency;

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5. Enter the budget adjustment into the Commission's financial system wherein the system shall automatically calculate the amended budget; and

6. Compare the amended budget submitted on the Budget Adjustment Request form to the Commission's financial system.

**Verification Documents:**

1. Budget Adjustment Request form

**METHODOLOGY****Compliance Methodology:**

N/A

**Monitoring Methodology:** N/A

**Sample:** N/A

**Point Value:** 0

**Total Points Possible:** 0

**Scoring Methodology:** N/A

**Level:** Level 0 - Not Monitorable

**REFERENCE MATERIAL****Recommended Best Practices:**

N/A

**Sample Form(s):**

N/A

**Citation(s):**

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**Cross Reference(s):**

N/A

**Board Opinion:**

RFI Opinion:

**EFFECTIVE DATES**

**Grant's Effective Date:** 9/1/2010 - 8/31/2011

**CRM Last Modified On:** 01/14/2011

**PRE-MONITORING PREPARATION**

**Program Tour:** False

**Policy and Procedure:** False

**Pre-Monitoring Checklist:** False

**Pre-Monitoring Preparation Checklist:**

N/A

**Reviewer Preparation Checklist Required:** False

**Reviewer Preparation Checklist:**

N/A

**INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:**

**Chief Administrative Officer:** False

**Professional Staff:** False

**Program/Facility Administrator:** False

**Juvenile Board Chair:** False

**Ancillary Staff:** False

**Juvenile:** False

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TEXT OF STANDARD	EFFECTIVE DATES
<p><b>Subchapter:</b> X. Financial Monitoring</p> <p>A. Annual Monitoring. See General Grant Requirements.</p> <p>B. Periodic Monitoring. See General Grant Requirements.</p>	<p><b>Grant's Effective Date:</b> 9/1/2010 - 8/31/2011  <b>CRM Last Modified On:</b> 01/14/2011</p>
COMMENTARY	PRE-MONITORING PREPARATION
<p><b>Discussion and Interpretation:</b></p> <p>Article X of this grant addresses the types of financial monitoring methodologies that may be utilized by the Commission to determine compliance with the provisions of the grant and references the General Grant Requirements that provide a full description of the variety of monitoring methodologies. This grant provision is for informational purposes only and will not be monitored.</p> <p><b>Reviewer Guidelines:</b></p> <p>N/A</p> <p><b>Verification Documents:</b></p> <p>1. Budget Adjustment Request form</p>	<p><b>Program Tour:</b> False</p> <p><b>Policy and Procedure:</b> False</p> <p><b>Pre-Monitoring Checklist:</b> False</p> <p><b>Pre-Monitoring Preparation Checklist:</b> N/A</p> <p><b>Reviewer Preparation Checklist Required:</b> False</p> <p><b>Reviewer Preparation Checklist:</b> N/A</p> <p><b>INTERVIEW QUESTIONS MAY BE ADMINISTERED TO THE FOLLOWING:</b></p> <p><b>Chief Administrative Officer:</b> False  <b>Professional Staff:</b> False  <b>Program/Facility Administrator:</b> False  <b>Juvenile Board Chair:</b> False  <b>Ancillary Staff:</b> False  <b>Juvenile:</b> False</p>
METHODOLOGY	
<p><b>Compliance Methodology:</b></p> <p>N/A</p> <p><b>Monitoring Methodology:</b> N/A  <b>Sample:</b> N/A  <b>Point Value:</b> 0  <b>Total Points Possible:</b> 0  <b>Scoring Methodology:</b> N/A  <b>Level:</b> Level 0 - Not Monitorable</p>	
REFERENCE MATERIAL	
<p><b>Recommended Best Practices:</b></p> <p>N/A</p> <p><b>Sample Form(s):</b> N/A</p> <p><b>Citation(s):</b> Grant X - Intense Community-Based Program Article X Sections A-B</p> <p><b>Cross Reference(s):</b> N/A</p> <p><b>Board Opinion:</b>  <b>RFI Opinion:</b></p>	

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